

## ***Mass Transportation Benefit Program (MTBP) - The American Taxpayer Relief Act of 2012 increases the maximum month statutory limit for mass transit benefits to \$245 for calendar year 2013.***

### **WHAT?**

The American Taxpayer Relief Act of 2012 increases the maximum monthly statutory limit for mass transit benefits to \$245\* for calendar year 2013. Participants are now eligible to submit claims for their certified commuting expenses up to the new maximum limit. (\* amount subject to change based on IRS guidance)

### **WHAT DO YOU NEED TO DO?**

Submit your claim for benefits as usual up to your certified commuting expenses. Your most recently approved commuting expenses are on file. There is no need to submit a change application for this increase unless you need to update your commuting expenses. To view your most recently approved application that includes your expenses, please visit <https://mtbp.whs.mil/Participant/Status.aspx>.

Please SUBMIT YOUR CLAIM for February benefits at <https://mtbp.whs.mil/claim>

**IMPORTANT NOTE:** Riders of third party transit providers may need to take additional actions. Third party transit providers are those modes of transportation that DO NOT have a SmarTrip card reader on board. Please see important additional instructions below.

### **WHAT IF I ALREADY SUBMITTED A CLAIM FOR NEXT MONTH'S BENEFIT?**

Please submit a NEW claim for your certified commuting expenses up to the maximum monthly limit of \$245. By entering a new claim, your previous claim for February will be overwritten. Please visit <https://mtbp.whs.mil/claim> to submit your revised claim.

### **ATTENTION RIDERS OF THIRD PARTY TRANSIT PROVIDERS -- YOU MAY NEED TO ADJUST YOUR ALLOCATION.**

Depending on your mode of Transit, you must notify Commuter Direct or WMATA (Metro) of the adjustment you wish to make to your allocation amount. Otherwise, your previously specified amount will be sent to your transit provider. Any unallocated benefits will remain on your SmarTrip card for Metrorail or Metrobus use.

#### **•MARC and VRE riders**

By January 16, 2013, you must log into your CommuterDirect account and adjust the total amount you wish to allocate to purchase your monthly pass.

1. Follow the detailed guide for updating your CommuterDirect allocation at <http://www.commuterpage.com/changsmartbenefits>  
CommuterDirect may be reached at 703-228-7433 for assistance.

•Vanpools, MTA Buses, MARTZ, Quicks Bus, Metro Access and all other third party allocations By January 20, 2013, you must update your allocation with WMATA (Metro).

1. Login to your WMATA (Metro) allocation account at <https://www.smartrip.com/sbftp/vplpat.login>
2. Click on "Bill Payments" then "Make Payments"
3. Click "MOD" to modify your allocation 4. Enter your new allocation amount 5. Click Update

A detailed guide for updating your allocation on WMATA's website is available at [http://www.wmata.com/business/employer\\_fare\\_program/vanpool\\_transit.cfm](http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm)

WMATA (Metro) may be reached at 888-762-7874 for assistance with logging in and modifying your allocation account.

#### QUESTIONS?

If you have any questions, please contact the MTBP team at [transitpass@whs.mil](mailto:transitpass@whs.mil) or (571) 256-0962.